

HQMC
10 Mar 99

ERRATUM

to

MCO 4450.11A DTD 1 FEB 90

SAFEGUARDING OF DLA SENSITIVE INVENTORY

ITEMS, CONTROLLED SUBSTANCES AND

PILFERABLE ITEMS OF SUPPLY

1. Please change MCO 4450.11 to read 4450.11A. The PCN for this publication is 10205650000.

PCN 10205650080



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VA 22304-6100**

DLAR 4145.11
AR 740-7
NAVSUPINST 4440.146C
MCO 4450.11A

DLA-OW

DLA REGULATION
NO. 4145.11

1 Feb 90

SAFEGUARDING OF DLA SENSITIVE INVENTORY ITEMS, CONTROLLED
SUBSTANCES, AND PILFERABLE ITEMS OF SUPPLY
(DLA supplementation is permitted at all levels.
Military Service supplementation requires HQ DLA approval.)

I. REFERENCES. See enclosure 1.

II. PURPOSE AND SCOPE. To prescribe security policy, responsibilities, and procedures for the receipt, storage, shipment, and safeguarding of DLA sensitive inventory items, controlled substances, and pilferable items of supply as defined in paragraph IV. This regulation is applicable to HQ DLA Defense Supply Centers (DSCs), Defense Depots, and Military Service storage sites in which subject items are stored for DLA wholesale system inventories. This regulation has been coordinated with and concurred in by the Departments of the Army, Navy, and the United States Marine Corps. It implements DOD Instruction 5210.71, Security of Selected Sensitive Inventory Items--Drugs, Drug Abuse Items, and Precious Metals. The security standards in paragraph IVE are applicable only to the Defense Depots.

III. POLICY

A. DLA items of supply will be provided protective measures to prevent loss from theft or pilferage during receipt, storage, and shipment. The extent of protection will be commensurate with statutory and regulatory requirements, the degree of susceptibility to theft or pilferage, and experience losses from theft or pilferage of applicable items.

B. Custodial responsibility will be established at Defense Depots and Military Service storage sites for the receipt, storage, handling, issue, and safeguarding of sensitive inventory items and controlled substances, as defined in paragraph IV.

C. The procedures prescribed in this regulation are subject to the internal management control requirements contained in DOD Directive 5010.38, Internal Management Control Program, and DLA Regulation 5010.4, Internal Management Control Program.

IV. DEFINITIONS

A. Categories of Material. The Comprehensive Drug Abuse Prevention and Control Act of 1970 (Public Law 91-513) has divided controlled substances (drugs) into five schedules: Schedule I (not stocked in DOD system); Schedule II items which require vault storage; and Schedule III, IV and V items which require as a minimum limited access area security. Definition of the subject items and security areas, including all items subject to this regulation, are as follows:

This regulation supersedes DIAR 4145.11/AR 740-7/NAVSUPINST 4440.146B/MCO 4450.11, 4 Nov 85.

and pilferable items of supply are applicable to all Defense Depots. For further guidance, see DLAM 5710.1, Physical Security Manual.

1. Limit Warehouse Access. Access to Defense Depot warehouses will be limited to personnel with a need to enter the warehouse. Visitors will be escorted at all times.

2. Personnel Challenge. An aggressive personnel challenge policy will be initiated to ensure that all personnel working in an area are authorized to be present. All personnel employed in a controlled area have the responsibility to verify the purpose and identification of all unknown persons observed in the area.

3. Sign-In/Sign-Out Procedures. Sign-in/sign-out procedures will be established for all remote warehouse locations to show name of person/persons entering remote warehouse, date and time of entry, reason for entry, and date and time of departure. For the purpose of this regulation, a remote warehouse is one that is located away from the cluster of depot warehouses.

4. Materiel Movement. Ensure that receiving/storage and transfer/ shipping documents and materiel awaiting movement are not left unattended.

5. Privately-Owned Vehicles. Whenever practicable, parking areas for privately-owned vehicles shall be located away from the depot warehouses. If it is impractical to require that all privately owned vehicles be parked outside the depot warehouse area, then privately-owned vehicles will not be parked within 50 feet of any warehouse opening.

6. Random Personnel/Privately-Owned Vehicle Search. Random search procedures will be activated by each Activity Head as appropriate. Searches will be based on probable cause and/or military necessity. For more guidance concerning search, see DLAR 5700.7, Search and Seizure.

C. Description of Areas. The following areas will be designated as controlled areas, signs posted, and will be protected in accordance with the physical security standards outlined in paragraph VIIC, below:

1. Exclusion Areas. The highest level of protection designated for coded R items in which access is restricted to only those persons whose duties actually require access. Basic security measures required at all exclusion areas are vaults having a three-tumbler combination, in 750-pound safes, or in anchored safes unless a Drug Enforcement Agency (DEA) Division Office has approved another type of secure facility. (The Division Offices in the United States and their locations are shown in enclosure 2.) Vaults/safes should be completely surrounded by an electrical alarm system connected to a central or security station in which people or security personnel signaled must have the legal duty to respond. Alarm system must contain tamperproof equipment approved by Underwriters Laboratories as Grade A; e.g., closed circuit, or equivalent rating. In addition, the minimum physical security standards in paragraph VIC, below must also be used.

2. Limited Access Areas. The next highest level of protection in which uncontrolled movement would permit access to coded "Q" and pilferable items. Basic security measures required at all limited

a. Establish a Pilferable and Sensitive Items Committee to review the subject items and to recommend to the DSC Director of Supply Operations which National Stock Numbers (NSNs) should be added or deleted using the provided paragraph IVA definitions as the general guidelines.

b. Appoint, on orders, a Pilferable and Sensitive Items Monitor, who will be responsible to review current designated subject items for potential deletions and to recommend potential subject additions to the Pilferable and Sensitive Items Committee.

c. Ensure, through validations that all catalog additions/changes/deletions for those items designated as sensitive inventory - items, controlled substances and/or pilferable items have been properly coded¹ accepted, and established in the Defense Integrated Data Systems (DIDS) through the Defense Supply Center National Inventory Record (NIR)

d. Provide transaction register data monthly for sensitive inventory items and controlled substances (vault items) to applicable Defense Depots and Military Service storage sites and provide assistance necessary to assure transaction data are properly interpreted.

e. Reconcile discrepancies reported by Defense Depots' and Military Services' storage sites resulting from monthly comparison of transaction register with jacket files. Notify the Defense Depots and Military Service storage site of action taken or required to preclude recurrence of the discrepancy.

f. Ensure availability of secure facilities in determining stock positioning of sensitive inventory items, controlled substances, and pilferable items.

g. Ensure compliance with the provisions of this regulation.

h. Those items; designated as subject to this regulation by other agencies, such as the Food and Drug Administration (FDA) DEA, etc., do not require committee review.

2. The Commanders of the Defense Depots and the Military Service Storage Sites in which Subject Items are Stored for DLA Wholesale System Inventories will:

a. Establish custodial responsibility by the appointment of a commissioned officer or designated representative for sensitive inventory items and controlled substances.

b. Ensure optimum protective measures, as applicable, for safeguarding designated sensitive inventory items, controlled substances and pilferable items.

c. Provide applicable physical security facilities, and develop local plans for acquisition of additional secure facilities for storage of designated items when needed.

d. Establish necessary administrative controls.

e. Send lists of candidate items for subject items additions/changes/deletions to the managing DSC for consideration.

f. Reconcile monthly the transaction register with jacket files. Advise applicable DSC of discrepancies and possible corrective action.

Symbol C-III, C-IV, or C-V. A copy of the DD Form 250 shall be placed in an envelope and forwarded with the shipment, as required. The envelope containing the shipping documents accompanying the shipment shall be marked in CAPITAL LETTERS with the following notation:

"CONTAINS SPECIAL INSTRUCTIONS".

C. Inventory. Inventory will be conducted in accordance with DOD 4000.25-2-M. Sensitive inventory items and controlled substances are subject to a 100 percent closed quarterly inventory. All discrepancies are subject to research and any unresolved discrepancies will be supported by a Report of Survey.

1. Sensitive inventory items and controlled substances will be additionally inventoried upon change of either Defense Depot or Military Service storage site custodianship or accountable officer.

2. The DSC will, after research has been concluded, report all inventory shortages of above items to:

a. The DEA Division Office. (Report controlled substances only.)

b. The Depot Commander concerned.

c. The Supporting Investigative Agency for Military Service storage sites.

d. HQ DLA, ATTN: DLA-I, for Defense Depots.

D. Jacket Files

1. Defense Depots and Military Service storage sites will establish procedures for the maintenance of jacket files for sensitive inventory items and controlled substances covering receipt, issue, and inventory adjustment transactions, and will perform monthly transaction analyses to evaluate the effectiveness of control of these items. Monthly transaction analyses will be performed by impartial personnel. A vault custodian and alternate vault custodian will be appointed in writing. The vault custodian will retain all documents, e.g., receipts, issues, or discrepancy reports necessary to support all entries posted in the DLA Form 539, Transaction Record of Sensitive Items, for a period of 2 years.

2. Material dropped from records as components for assembly will be recorded on DLA Form 539. A record of pickup and subsequent release for assembly of this material will be maintained apart from the jacket files for material in storage. This subsidiary file will be maintained in a current and auditable condition at all times, and the record balances will be verified monthly against the assembly components in the vault. Discrepancies will be reported to the applicable DSC for resolution.

E. Transshipments. Transshipments of coded "R" and "Q" items are not authorized. All direct vendor deliveries (DVDs), Defense Depot and Military Service storage site shipments of coded "R" and "Q" items must be shipped/delivered directly to the consignee in accordance with subparagraph F, below.

F. Shipment of Coded "R" and "Q" Items of Supply

1. General. Sensitive inventory items and controlled substances will be selected and prepared for shipment under the supervision of the storage activity custodian or his/her designated representative. (EXCEPTION: Direct Commissary Support System (DICOMSS) cigarette/

(MRO)), and the SF 1104, U.S. Government Bill of Lading - Shipping Order. (Exceptions are survival kits as designated by the Defense Medical Standardization Board.)

(2) MROs for assemblies/kits destined to Military Assistance Program (MAP) countries or other Agencies not authorized to receive controlled substances will contain instructions from the DSC to ensure exclusion of the controlled substances from the assemblies.

(3) Disassembly actions will be conducted in an area where adequate security is provided to sensitive inventory items and controlled substances. Procedure will ensure controlled movement of these items to the vault or limited access area on a daily basis. Paperwork will follow if necessary. Disposal actions, where authorized, will be in accordance with subparagraph G9 below.

b. Procedures for Medical Control Substances (Coded "R" and "Q") in Support of the International Logistics Program Shipments. e.g., Grant Aid. Foreign Military Sales

(1) Export shipments of controlled substances to countries under MAP will be controlled by export permits in accordance with Public Law 91-513, paragraphs 312.21 through 312.29. (Military Services are responsible for obtaining requisite export permits for narcotic controlled substances and for the initiation of DEA Form 236, Controlled Substance Import and Export Declaration, for nonnarcotic substances and furnishing the Defense Personnel Support Center (DPSC-R) the export permit number, expiration date of export permit, and applicable export terminal in accordance with DOD 5105.38-M.)

(2) MROs will not be issued without exception data identifying the export permit number, expiration date of export permit, export terminal to receive supplies, and, when applicable, terminal delivery date. Stock availability permitting, the issue of MROs for a single export permit will be limited to a single supplying location.

(3) Documentation (DD Form 1348-1 and SF 1104) and containers will be marked with the export permit number to enable control by customs officials.

(4) Shipments will be directed to the transportation terminal prior to the expiration date as specified by the permit authorization, or terminal required date, when applicable. Items for a single export permit will not be shipped on more than one shipment invoice per supplying location.

(5) Release of shipments of medical controlled substances to a foreign consignee or his/her agent within the United States is prohibited under any circumstances, e.g., shipments will not be addressed to or released to foreign country representatives/freight forwarders associated with the Foreign Military Sales Program.

(6) Direct shipments of controlled substances to MAP countries by parcel post are prohibited.

(7) Normally these shipments will move via air through the military transportation system. When it becomes necessary to ship via commercial transportation direct to the overseas destination, shipments will be made on a direct door-to-door arrangement and will cite the appropriate sponsoring Military Service funds on the

DPSC will forward the DEA Order Form 222, to arrive at the shipping depot within 14 workdays. The depot must contact DPSC via message (info DLA-OW, DLA-OS) requesting forwarding of the DEA Order Form 222 if not received within the specified 14 workdays.

(b) Issue Priority Group (IPG) I, II and III MROs received for non-DoD customers through the routine processing system (i.e., received without the DEA Order Form 222) will be suspended. DPSC will be informed of the error via message (info DLA-OW, DLA-OS) requesting cancellation and resubmission of the MRO with the required DEA Order Form 222.

(c) Should DPSC not respond to the message stating the deviations within 3 working days, the depot will refer the lack of response to DLA-OW/DLS-OS for resolution.

5. Clothing for Specified Overseas Customers. The following restrictive procedures will apply to surface shipments of clothing to all overseas customers:

a. Authorized outer containers for articles subject to this grouping maybe printed or labeled with shipper's name and address but not printed or labeled with any uncoded information as to the nature, identity or style of the articles contained therein. Information as to color or size must be coded or abbreviated. Information in packing lists or invoices affixed to the outside of authorized containers must also be coded or abbreviated as required for labels or printing on the containers themselves except when contained in a sealed, opaque envelope or pouch.

b. Packing lists will also be placed inside the shipping containers.

c. Maximum unitization will be effected for small quantities of material which would otherwise be shipped as individual or small containers. Except for special shipping requirements, lightweight and less costly containers (e.g., solid fiberboard (V-board) and triple wall fiberboard containers) will be used in lieu of solid wood containers. Domestic fiberboard containers will not be used as shipping containers for overseas shipments. Overpacking may be employed in providing adequate protection and reducing repacking and obliteration of markings. Steel strappings will be applied in accordance with the requirements of container specifications.

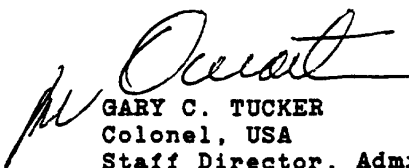
G. Disposal of Sensitive Inventory Items and Controlled Substances

1. The Defense Depots and Military Service storage sites having physical custody of the materiel shall, upon the advice of the applicable DSC, report the intent to destroy items of supply identified as controlled substances to the Special Agent in Charge, DEA Division Office (enclosure 2). The report will use DEA Form 41, Registrants Inventory of Drugs Surrendered (enclosure 3) and will identify controlled substance(s) by generic name, quantity, and unit of issue. Division offices of the DEA will provide assistance in obtaining the necessary forms as well as disposal of small quantities if requested. DEA will advise the requesting activity if the DEA desires to witness the item disposition.

2. Disposal of sensitive inventory items and controlled substances declared to be unfit for use must be accomplished in

requirement for an intrusion detection system specified in DLAM 5710.1 for "J" coded items is not applicable to the container storing "J" coded items designated for disposal.

BY ORDER OF THE DIRECTOR


GARY C. TUCKER
Colonel, USA
Staff Director, Administration

3 Encl

1. References
2. Listing of DEA
Division Offices
3. DEA Form 41,
Registrants Inventory
of Drugs Surrendered

DISTRIBUTION

Defense Logistics Agency: 41; 52A; J
Navy: SNDL A3 (OP-09B1); AS (5 copies); FH; FKM9 (3 copies);
FKM13 (3 copies); FKM15 (3 copies)
FKM17 (5 copies); FKM20 (3 copies); FKM21;
FKM22 (3 copies); FKM32 (3 copies)
FT31 (3 copies)

Copy to:

SNDL FL1-172 (2 copies)
NAVSUP 0321 (3 copies); 061; 081B2 (7 copies);
0821 (15 copies); 09A; 09I, XC; XB

COORDINATION: DLA-OSC, DLA-SM, DLA-I, DLA-OT, DLA-PR, DLA-WS, DLA-LR, DLA-LP, DLA-QL, DLA-CR, DLA-AM, DLA-KS, DRSO-M, DDTC-T, DDMT-TMDS, DDCO-TM, DDOU-TA, DDMP-CS, DGSC-O, DPSC-RA, DDMP-I, DDRV-TMPA, DISC-OP, DCSC-OP, DESC-O, DDMP-T, Army (AMCSM-MTI), Navy (SUP 0322D), Marine Corps (LPP-2), Air Force (AFMLO)

DMB Approval No. 4117-0007	DEPARTMENT OF JUSTICE / DRUG ENFORCEMENT ADMINISTRATION REGISTRANTS INVENTORY OF DRUGS SURRENDERED	PACKAGE No.
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The following schedule is an inventory of controlled substances which is hereby surrendered to you for proper disposition.

FROM: (Include Name, Street, City, State and ZIP Code in space provided below).

Defense Depot Mechanicsburg
ATTN: DIMP-T
5450 Carlisle Pike, P.O. Box 2030
Mechanicsburg, PA 17055-0789

Signature of applicant or authorized agent

Registrant's DEA Number

Registrant's Telephone Number

NOTE: REGISTERED MAIL IS REQUIRED FOR SHIPMENTS OF DRUGS
VIA US POSTAL SERVICE (see instructions on reverse of form)

NAME OF DRUG OR PREPARATION Registrants will fill in Columns 1, 2, 3, and 4 Only.	Number of Containers	CONTENTS (Number of grams, tablets, ounces or other units per con- tainer)	Con- trolled Sub- stances Con- tent, (Each Unit)	FOR DEA USE ONLY		
				DISPOSITION	QUANTITY	
					GMS.	MGS.
1	2	3	4	5	6	7
6505-00-149-0111 Morphine Sulfate Inj Usp	1	5 cc	5 cc			
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

References

- I. DOD 4100.39-M, Defense Integrated Data System (DIDS) Procedures Manual, Volume 41 Item Identification; Volume 10, Multiple Application References/Instructions/Tables and Grids.
- II. DOD 4130.2-M, Federal Catalog System Policy Manual.
- III. DOD 4160.21-M1 Defense Utilization and Disposal Manual.
- IV. DOD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP).
- V. DOD 4500.32-R, Military Standard Transportation and Movement Procedures (MILSTAMP).
- VI. DOD 5200.2-R, DOD Personnel Security Program.
- VII. DLAM 4140.2/AR 735-110/NAVSUPINST 4400.79, Supply Operations Manual, Volume I, Distribution System Procedures.
- VIII. DLAM.4140.2, Supply Operations Manual, Volume II, Defense Supply Center Supply Operating Procedures and Volume III, Defense Depot Transportation and Supply Procedures.
- IX. DLAM 5710.11 Physical Security Manual.
- X. DLAR 4500.3/AR 55-355/NAVSUPINST 4500.70/AFR 75-2/MCO P4COO.14B, Defense Traffic Management Regulation.
- XI. DLAR 5705.1, Reporting of Criminal Violations.
- XII. DOD 4150.21-M-1, Defense Demilitarization Manual.
- XIII. DOD 5105.58-M, Security Assistance Management Manual (SAMM)
- XIV. DLAR 5700.7, Search and Seizure.
- XV. DLAR 5010.4, Internal Management Control Program.
- XVI. DOD 5010.38, Internal Management Control Program.

Encl 2
DLAR 4145.11
AR 740-7
NAVSUPINST 440.146C
MCO 4450.11A

DEA DIVISION OFFICES

<u>DIVISION OFFICES</u>	<u>GEOGRAPHIC AREA</u>
1. Atlanta Field Division United Family Life Bldg. Suite 200 230 Houston St., N.E. Atlanta, Georgia 30303-2427 404-221-4401	North Carolina, South Carolina, Tennessee, Georgia
2. Boston Field Division JFK Federal Bldg., Room G-64 Boston, Massachusetts 02203-0064 617-223-2170	Massachusetts, Connecticut, Vermont New Hampshire, Maine Rhode Island
3. Chicago Field Division 18000 Dirksen Federal Bldg. Suite 500 219 5. Dearborn St. Chicago, Illinois 60604-1791 312-358-7875	Illinois, Indiana, North Dakota, Wisconsin, Minnesota
4. Dallas Field Division 1880 Regal R6w Dallas, Texas 75235-2395 214-767-7151	Texas, Oklahoma
5. Denver Field Division U.S. Customs House, Room 316 P.O. Box 1860 Denver, Colorado 80201 303-844-3951	Colorado, Utah, New Mexico Wyoming
6. Detroit Field Division Federal Bldg., Room 357 321 W. Lafayette St. Detroit, Michigan 48226-2702	Michigan, Ohio, Kentucky
7. Houston Field Division 4299 San Felipe St. Suite 200 Houston, Texas 77027-2901 713-229-2950	Texas
8. Los Angeles Field Division Suite 800 350 S. Figueroa St. Los Angeles, California 90071-1102 213-688-2650	California, Hawaii, Guam

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DEA DIVISION OFFICES (cont.)

<u>DIVISION OFFICES</u>	<u>GEOGRAPHIC AREA</u>
17. Seattle Field Division Suite 301 220 W. Mercer St. Seattle, Washington 98119-3964 206-442-5443	Washington, Oregon Montana, Idaho, Alaska
18. St. Louis Field Division Suite 200, Chromallory Plaza 120 5. Central Ave. St. Louis, Missouri 63105-1717 314-425-3241	Missouri, South Dakota, Iowa, Nebraska, Kansas
19. Washington, D.C. Field Division 400 Sixth St. S.W., Room 2558 Washington, D.C. 20024-2706 202-254-8255	Washington, D.C., Maryland, Virginia, West Virginia